Job Title: Community Education Coordinator

Department: Fire

Immediate

Supervisor: Emergency Manager

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	808
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

Plans, organizes, coordinates, develops, administers, evaluates, and supervises fire safety and community risk reduction programs for schools, businesses, children, adolescents, adults and special classes targeted to high risk groups. Maintains contact with and provides information to Department personnel and other City employees; the general public; civic organizations, professional baseball teams and business owners in order to coordinate fire and risk reduction programs along with emergency preparedness information. Organizes and releases information using Fire Department social media outlets. Supervises and evaluates the job performance of Fire Corps Volunteers and Community Education Specialists. Represents the Fire Department on many valley/statewide committees.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Plans, organizes, coordinates, develops, and delivers programs, projects and special events may include but is not limited to the following: Fire Pals, Community Emergency Response Team (CERT), fire and community risk reduction education, emergency preparedness classes, community outreach and volunteer training. Facilitate and manage programs including but not limited to: Fire Pals, CERT, Child Safety Seat program, Juvenile Firesetter Intervention Program, CPR/AED, First Aid training, and Healthcare Provider courses. Maintains Training Site Certificate for American Heart Association training center for current CPR instructors. Maintains various records and certifications applicable to programs. Receives, coordinates and/or conducts tours of the fire stations. Develops news releases, prepares and writes and /or edits articles for media outlets. Organizes and releases information using Fire Department social media outlets. Participates in seminars, conferences, ceremonies, and other special events sponsored by the department and City, as well as other events around the state. May participate in various committees within the department and City.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
2	L	Maintains community relationships in support of community education by presenting fire and community risk reduction information and disaster preparedness programs, and working with and training personnel in program delivery. Contacts citizens, merchants, media outlets to promote and provide fire and community risk reduction education and disaster preparedness programs. Responds to residents requests for information and activities regarding community education. Receives and coordinates request for apparatus displays and participation in parades. Coordinates and operates the Mini Muster trailer, Child Safety Instruction trailer and the 1942 parade engine
		displays and parade request.
3	S	Supervises and assigns the work of volunteer Community Education Specialists and volunteers in our Fire Corps program. Evaluates work processes and revises curriculum for continuous improvement. Assists with budget preparation and manages program budget. Researches, applies, and administers program-related grants. Serves as materials administrator for assigned programs.
4	L	Researches and prepares reports, records, and other documentation. Compiles information for designs and develops printed and audio-visual materials, such as photos, videotapes, pamphlets, and brochures used in program presentation and community information.
5	M	Function as backup Emergency Manager during exercises and in the event of a disaster. When assigned as department PIO that requires emergency response, responds to scene as necessary and coordinate with appropriate personnel on information to release to media, public and internal staff. Assist staff in responding to media inquires and if necessary, speak on behalf of the Fire Department. Creates, coordinates, and participates in partnership characterization program in elementary schools kindergarten through fourth grade with Arizona Public Services; Creative Services division when program is available. Schedules work hours to accommodate customer needs including evenings and weekends.

Community Education Coordinator: Fire Page 2

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum of three years experience in a related field.
Certifications and Other Requirements	Valid Driver's License, CPR and First Aid Certification, State Fire Marshal's Office Public Educator I or Fire Instructor I Certification.
Reading	Work requires the ability to read instruction manuals, standard operating procedures, needs analysis, research findings, conclusions related to injury prevention, juvenile firesetting trends, grant requirements, and national and local statistics and growth trends.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as create statistical graphs and charts.
Writing	Work requires the ability to write press releases, curriculum, design programs and projects, standard operating procedures, articles for internal and external news articles, grants, brochures, and training materials.
Managerial	Semi-Complex - Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Policy/Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal / Human Relations Skills	High - Interactions may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	 ☑ Making presentations ☐ Observing work site ☑ Observing work duties ☑ Communicating with co-workers 	Pushing/ Pulling	□ N □ R ⊠ O □ F □ C	☒ File drawers☒ Equipment☒ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N □ R ⋈ O □ F □ C	⊠ Stairs □ Ladders ⊠ Step stools □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☒ To other departments/offices☒ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R □ O ⊠ F □ C	☑ Supplies☑ Equipment☑ Files	Foot Controls	□ N □ R ⊠ O □ F □ C	☑ Driving☐ Operating heavyequipment☐ Operating Dictaphone
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	□ N □ R ⋈ O □ F □ C	☐ On ladders ☑ On equipment ☑ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R ⋈ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☐ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R ⊠ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	□ Paperwork □ Monies	Hearing	□ N □ R □ O □ F ⊠ C	⊠ Communicating via telephone/radio, to co-workers/public ☑ Listening to equipment
Kneeling	□ N □ R ⊠ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R ⋈ O □ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N □ R ⊠ O □ F □ C	☑ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	1	•	,

Community Education Coordinator: Fire Page 4

Physical Demands (continue	d)								
Machines, Tools, Equipment	and Work	Aids:							
Telephone, fax machine, copier, vehicle			digital can	nera a	and video car	nera, p	rojector, PA se	ound e	quipment,
CPR/AED equipment.	-								
Computer Equipment and S			_						
Personal Computer, printer, Microsoft C	Office, FireRMS	, Lotus Notes,	Internet, so	ound	editing softw	are			
Environmental Factors:									
Environmental Condition	ns	Never	Seasona	ally	Several T	imes	Several Ti	mes	Daily
					Per Moi	nth	Per Wee	ek	
Extreme temperature	4.11								П
(heat, cold, extreme temp. changes fr work)	om outside								
Wetness and/or humidity			×						
(bodily discomfort from moisture)					Ш				Ш
Respiratory hazards (fumes, gases, chemicals, dust and di	rt)	X							
Noise and vibration	11)								
(sufficient to cause hearing loss)		×							
Physical hazards									
(high voltage, dangerous machinery, prisoners, patients – <u>not customers</u>)	aggressive	⊠							
			1						
Health and Safety Condition								-	<u> </u>
Health and Safety Conditions	N = Never Never	R = Rarel Less than	_		casionally more of		Frequently n 1/3 to 2/3		Constantly or more of
	occurs	hour per we			time		the time		the time
Mechanical hazards	×		JON .			01			
Chemical hazards	×								
Electrical hazards	×								
Fire hazards	X								
Explosives	X								
Communicable diseases	X								<u> </u>
Physical danger or abuse	×				<u> </u>				
Other (specify)									
Primary Work Location:									
☑ Office Environment									
☐ Warehouse									
☐ Shop									
☐ Vehicle									
Recreation Centers/Neighborhoo	d Centers								
Outdoors Other (Specify)									
✓ Other (Specify)Classroom/Commun	itv								
Ciassioon/Commun	<u></u>								
Protective Equipment Requi	red:								
Gloves, barriers for CPR.									

Job Demands

Overall Strength Demands:

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
⊠ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations			\boxtimes	
Frequent Change of Tasks	×			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		×		
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	 Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.